

Ontario–Montclair School District

CLASS SPECIFICATION

Central Kitchen Manager

GENERAL PURPOSE

Under general direction, oversees and manages the operations of the District's central production kitchen in support of the District's school site meal and auxiliary service programs; plans, organizes and directs food ordering, receiving, storage, preparation and distribution; oversees the department's warehouse and delivery operations; monitors food production, safety and sanitation to ensure compliance with District, federal and state regulations and policies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for managing, supervising, planning and overseeing the operations and staff of the District's central production kitchen and department warehouse. The incumbent is responsible for ensuring the efficient and effective receipt, storage, preparation and delivery of food to school sites, including monitoring and enforcing applicable federal and state health, safety, sanitation and dietary regulations and guidelines. The incumbent is also responsible for ordering raw materials, food items, supplies and equipment for the department and overseeing the inventory and maintenance of District food, supplies and equipment in the department's warehouse. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently to ensure that meals and snacks are available in the correct quantities and at the required times at school sites to meet student nutrition requirements, while maintaining staff awareness of nutritional, health and safety issues.

Central Kitchen Manager is distinguished from Program and Operations Manager, Food & Nutrition Services in that an incumbent in the former class is responsible for overseeing and managing the operations of the central kitchen and warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned section; develops, implements and monitors work plans to achieve department/site mission, goals and performance measures; directs the development of and monitors performance against the annual department/site budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations and District classified human resources policies and labor contract agreements.

3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, manages, coordinates, monitors and oversees the operations of the central production kitchen and all of its various sections, including catering, bakery, cook-chill, ingredients, packaging and the test kitchen;
monitors food quality, safety and sanitation; implements and ensures compliance with all health, safety and sanitation policies, procedures and regulations; participates in menu planning activities and recipe and product development
5. Ensures proper utilization and operation of professional large-scale cooking equipment; monitors and administers proper maintenance programs for kitchen equipment; manages equipment repair and replacement activities.
6. Projects needs and places orders for raw materials, food items, supplies and equipment; places emergency orders, add-ons and cancellations as needed.
7. Manages, coordinates and oversees warehouse operations, including delivery, maintenance and custodial staff and activities; oversees and participates in calculating, recording and maintaining inventory; oversees and participates in the conduct of physical inventories by warehouse staff; analyzes, evaluates and resolves shortage, surplus and other logistical problems and complaints from site leads, administrators, faculty, employees and the public.
8. Oversees the District's catering operations; supervises the organization and coordination of catering events to District offices and school sites; ensures appropriate billings to departments.

OTHER DUTIES

1. Attends District and department meetings; prepares and drafts reports as needed.

QUALIFICATIONS

Knowledge of:

1. Methods of quantity food preparation, service and storage, including safe and proper temperature of heated foods and price and portion controls.
2. Federal and state health and safety regulations as they apply to food storage, preparation and service.
3. Federal and state regulations governing child nutrition programs such as USDA donated food usage, free and reduced meal programs for needy students and competitive sales.
4. Principles and practices of inventory management as they apply to food service operations.
5. Principles and practices of purchasing in a public agency and District rules, policies and procedures applicable to the purchase of food commodities, products and supplies.
6. Methods and procedures for efficient staff utilization including time and motion studies and work scheduling.

7. Methods and practices of sanitary food handling and storage.
8. Methods of proper operation and maintenance of commercial grade kitchen and packaging equipment.
9. Safety practices and procedures applicable to a production kitchen.
10. Principles and practices of effective management and supervision.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, manage and evaluate the operations of a large food production kitchen, including bakery, cook-chill and packaging for storage and distribution to school sites, and supporting warehouse and test kitchen functions.
2. Ensure that student meal requirements are met at all school sites and respond quickly and efficiently in emergency situations where student needs may not be met.
3. Analyze food service and production kitchen operations and issues, evaluate alternatives and recommend or implement changes to improve cost effectiveness, efficiency and/or service quality.
4. Develop and implement inventory levels and reordering procedures to optimize the cost effectiveness of food storage and purchasing processes.
5. Establish and enforce sound work procedures and quality controls.
6. Operate a computer using word processing, spreadsheet and other business software.
7. Instruct others in the safe and efficient operation of standard kitchen machines and equipment.
8. Maintain records, compile and verify data and prepare reports.
9. Communicate clearly and effectively, orally and in writing.
10. Use tact, discretion and courtesy in dealing with sensitive situations and individuals.
11. Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and at least five years of progressively responsible institutional kitchen experience, at least two of which were in a supervisory or lead capacity. Experience in a public education agency is preferred.

Licenses; Certificates; Special Requirements:

A current and valid American National Standards Institute Certified Food Safety Management certification.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, sit, talk or hear, in person and by telephone; distinguish equipment signal warnings and operating equipment sounds; use hands to finger, handle, feel or operate large-scale kitchen equipment, tools and standard office equipment; and reach with hands and arms. An employee occasionally stoops, kneels, bends, crouches, crawls, climbs or balances. The employee is frequently required to lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, the ability to distinguish basic colors and shades and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District and nutrition staff and supervisors, administrators, faculty, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works in a large kitchen facility, and the noise level can occasionally be loud. The employee is exposed to wet and humid conditions, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals and the risk of electrical shock. The employee works around mechanical equipment, may be required to climb ladder and walks on surfaces that may be slippery.